Overview: This guide provides instruction on creating Retroactive Funding Change Payroll Expense Transfer (PETR) transactions in HRMS. Here are some general PET guidelines:

- PET transactions can only be created when the HRMS system is available to users; refer to the Payroll Production Calendars for more information.
- A PET does not pay additional money or collect money back from an employee; this process moves part or all of an existing payroll transaction to a different funding source.
- PETR is not available for Work Study payroll transactions. Contact your Financial Aid/Student Employment office to request a FAM PET.
- PETR is not available for payroll transactions that have already been modified by a Correction PET, FAM PET, or Batch PET.
- PETR will not move Time Collection amounts that were processed with a SpeedType override.
- See more PET tips at the end of this guide.

In version 8.9, Oracle/PeopleSoft has changed the name of Develop Workforce to Organizational Development.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the PET/Retroactive Funding Change page

- Organizational Development
- Position Management
- Maintain Positions/Budgets
- PET/Retroactive Funding Change
2. PET/Retroactive Funding Change search page displays

- Enter Position Number
- Click Add

3. Journal Date

- The current date displays as the Journal Date
- Modify if instructed by campus Finance office – only use a date in an open accounting period

PET/Retroactive Funding Change

- Find an Existing Value
- Add a New Value

Position Number: 179441
Payroll Expense Transfer ID: NEXT
Journal Date: 03/15/2007

Find an Existing Value | Add a New Value

3. Journal Date

- The current date displays as the Journal Date
- Modify if instructed by campus Finance office – only use a date in an open accounting period
4. Choose Distribution Type
- Default value is Pct (Percent Distribution)
- Amt button may be selected, if desired (Amount Distribution)

5. Enter Retroactive Funding Dates
- Process PETR either for one pay period OR for a range of pay periods
- Enter New Begin Date – typically this is the first day of a past pay period
- New End Date – three options available:
  - Last day of past payroll period
  - Last day of a current or future pay period
  - Leave blank for an ongoing funding change
6. Journal Description

Be specific in your description, and include all of the following that may apply:

- How will the transfer affect the program and/or project?
- Why was the correct funding source not charged initially?
- Has the transfer been delayed for any reason?

**Examples of GOOD journal descriptions:**

Subcontract from UW for current year was delayed, resulting in charges for employee’s salary continuing to be charged to ST for previous year (63063943). Salary expenses should be transferred to current year ST 63069362.

Received ST for UCH grant on 1/27/06. Employee’s effort in July was 50% on ST 62969647 and 50% on ST 63064233.

Employee began work on ST 63069150 in Dec ’05. SpeedType was not available for Dec payroll cutoff. This change reflects correct effort for Dec ’05.

**Examples of POOR journal descriptions:**

Moving Salary out of suspense

Salary went to wrong SpeedType

Per Jane Doe, moved salary to ST 11012345

7. Certification Checkbox

- Required if moving expenses in or out of Fund 30, 31, or 34
- Read the certification paragraph carefully
- Click the checkbox to certify that the PET adjustments are appropriate

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JE Header: Starting 1/1/07, position received partial funding from USC Cancer project. This change reflects 10% new allocation to 63072451, 40% to 11057100, and 50% to remain for 13066456.

I certify that all payroll requested to be transferred is appropriate to be charged to the sponsored project(s) or grant(s) (Fund 30, 31 or 34 FOPP) receiving the charge, and the information contained in the description field above is true and correct, that costs transferred onto a sponsored project or grant meet the direct and indirect costing criteria and are within the allowable timeframe for transfer (see campus policy for direct cost and other indirect costs criteria and timeframe) or consistent with the donor restrictions. The header description includes the cause of the error and additional information as required by campus policy. I understand that the charges must reflect actual effort and that erroneous certification of level of effort will also be required through the "Personnel Effort Report".

Certified by:
```

3/15/2007
8. Enter New Funding Distribution Data

- Enter percent of funding (or estimated dollar amount for Amt distribution)
- Enter SpeedType to be charged
- Tab out of SpeedType field to display FOPPS detail
- Add distribution rows as needed (one row for each SpeedType)
- For Pct distribution, the sum of the percent amounts must equal 100%

(This will require that unchanged funding rows be entered in the New Funding Distribution section.)
9. Review PETR Data – Validate/Save

- Review the PETR data that has been entered – make changes as needed
- Click Validate/Save
- The system checks the PETR data for errors, and assigns a PET Transfer ID
- The Validate/Save process also inserts the funding changes into the Funding Distribution page
- Retain the Transfer ID to review the PET in the future
- To print a copy of the PET for your records, click the PET Report link at the top of the page to initiate a printable format

10. Approval Requirements

- To complete the transfer, the PETR must be approved
- When the PETR is approved, the funding row that corrects past funding is automatically approved, too.
- If the PETR inserts funding rows for a current or future pay period, these rows must be

1. View the 'PET Approval' step-by-step guide for additional information on approving PET transactions.

2. View the 'Approve Funding Distribution' step-by-step guides for additional information on approving current or future funding rows.
**ADDITIONAL PET TIPS**

**How To Change PET or Correct Errors**

1. **Approved PETs can not be modified.** Create a new PET with the correct transfer information.

2. **Until the PET is approved, rejected or cancelled, no other PET process may be created for this position/employee/pay period combination.** Funding updates for current or future pay periods are allowed.

3. If transfer is in **Error status**, a speedtype and/or account chartfield has been inactivated in the Finance system (FIN). Contact your Finance office to request an update in FIN.

4. For an unapproved **PETR** (Proposed or Valid status), **all fields may be modified.** Simply use the "Find and Existing Value" link on the PET/Retroactive Funding Change search page, make the necessary changes, and click Validate/Save.

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**PET Processes for “Old” Payroll Data**

<table>
<thead>
<tr>
<th>DATES</th>
<th>WHICH PET PROCESS TO USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/03-Future</td>
<td>Use HRMS Payroll Expense Transfer processes</td>
</tr>
<tr>
<td>7/1/00-4/1/03</td>
<td>Use PS 7.0 GL FIN PET process or Batch Upload</td>
</tr>
<tr>
<td>Prior to 7/1/00</td>
<td>Use Batch Upload – contact the Office of University Controller’s help desk for assistance</td>
</tr>
</tbody>
</table>

**PET/Retroactive Funding Change - complete.**